



NOTICE OF A REGULAR MEETING OF THE
BUDGET AND FINANCE COMMITTEE
OF THE CITY OF SUNSET VALLEY, TEXAS
THURSDAY, JULY 29, 2021 at 6:00 P.M.

This meeting will be held in-person and virtually. To actively participate in the meeting virtually, please register at:

Registration URL: <https://attendee.gototraining.com/r/6933882479216880385>

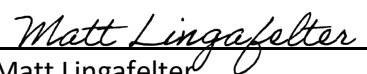
Training ID: 327-897-548

Notice is hereby given that the Budget and Finance Committee of the City of Sunset Valley, Texas will hold a Regular Meeting on Thursday, July 29, 2021 at 6:00 PM in the EOC, Police Building, 3207 Jones Rd, at which time the following items will be discussed, to-wit:

1. 6:00 P.M. Call to Order
2. 6:00 – 6:05 Citizen Comments
3. 6:05 – 6:15 Approve minutes from the 7/22/2021 meeting
4. 6:15 – 6:20 Review, discuss, and possibly make a recommendation to City Council for Venue Tax Department Operating Expenses
5. 6:20– 6:30 Review, discuss, and possibly make a recommendation to City Council for Street Department Operating Expenses
6. 6:30 – 7:15 Review, discuss, and possibly make a recommendation to City Council for CIP Projects Budget
7. 7:15 – 8:00 Review, discuss, and possibly make a recommendation to City Council for emergency preparations in the budget
8. 8:00 – 8:05 Suggestions for future agenda items
9. 8:05 P.M. Adjourn

A quorum of the City Council may attend the meeting, however, no official action by the City Council shall be taken.

I certify that the above notice of meeting was posted at City Hall, 3205 Jones Road, Sunset Valley, Texas, on the 23rd day of July 2021 at 6:00 PM.


Matt Lingafelter
City Secretary

The City of Sunset Valley is committed to the compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.

COUNCIL MEETING DATE: JULY 29, 2021



BUDGET AND FINANCE – AGENDA #3

STAFF PREPARER/CONTACT INFORMATION: Suzanna Fleegal
sfleegal@sunsetvalley.org

SUBJECT: ADMINISTRATION

DESCRIPTION: Approve minutes from the 7/22/2021 meeting

Background:

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING: N/A

SUPPORTING MATERIALS PROVIDED: MINUTES



**MINUTES OF THE
BUDGET AND FINANCE COMMITTEE**
THURSDAY, July 22, 2021 at 6:00 P.M.

Members Present

Rudi Rosengarten, Council Liaison
Charles Young, Committee Chair
Ketan Kharod, Vice Chair
Justin Litchfield, Committee Member
Ariel Cloud, Committee Member
Charles Goyette, Committee Member
Terry Cowan, Committee Member
Liz Wright, Committee Member
Rose Hargrave, Committee Member

Members Absent:

Michael Francis, Committee Member

Staff Present

Sylvia Carrillo, City Administrator
Suzanna Fleegal, Accountant
J Horry, Director of Public Works
Carolyn Meredith, Parks and Natural Resource Manager
Lenn Carter, Chief of Police

This is not an official transcript of the minutes; the recorded audio is the official record.

1. Call to Order

Meeting started at 6:02 PM

2. Citizen Comments

None

3. Council Liaison Report

Rudi talked about the stimulus program grants program being approved, Upper Cougar Creek Project presentation, financial audit approval, and bringing back budget amendment to council with a few requested changes to some items.

4. Approve minutes from the 7/15/2021 meeting

Ariel mentioned not showing request for list of ongoing projects and asked for minutes to be added.

Motion to approve minutes with amendment: Ketan

2nd: Terry

All in favor, motion approved

5. Budget Overview – where we are in the process so far

Suzanna gave presentation on where the budget is so far

6. Review, discuss, and possibly make a recommendation to City Council for Street Department Operating Expenses

Questions were raised about Lone Oak and Sunset Trail project and Sylvia said they will be in the CIP budget.

Justin asked if there is a target amount to hold in the street fund and was told that we do not by Rudi.

J mentioned there was some discrepancy with the R&M Street line and would like to bring it back with updated numbers.

Justin made a recommendation to bring this item back next week; there were no objections or comments.

7. Review, discuss, and possibly make a recommendation to City Council for Venue Tax Department Operating Expenses

Suzanna said the salaries were doubled on the spreadsheet and showed the committee the corrected budget worksheet.

Ketan asked about deferred maintenance in 5753 R&M Trails & footpaths and Carolyn responded that there was not

Chip asked about the discrepancy in Grounds Maintenance, Water Quality, Grounds Maintenance, and Open Space Management.

Committee would like to bring item back with corrections to salaries.

8. Review, discuss, and possibly make a recommendation to City Council on disposition in excess of budgeted revenue for FY21

Chip proposed making a recommendation to City Council setting aside two funds for Open Space and Commercial District Investment. Money can only be spent with the approval of Council and Mayor, sunsetting funds once past usefulness.

Rudi suggested adding to commercial district investment and council projects.

Sylvia said we will bring the legislation for restricted funds to the next meeting.

Suzanna suggested using committed funds instead of restricted funds.

Chip proposed bringing this item back to create a plan for using the funds in more detail.

Rose suggested going to council for directive on this.

Chip made a motion for staff to provide up with more information on this topic and to bring it back at a later date.

2nd: Ketan

Chip withdrew motion

9. Review, discuss, and possibly make a recommendation to City Council for fully Public Works and bringing back services

J and Sylvia talked about needing to know which services are returning before we can determine how many employees will be needed for PW.

The committee discussed keeping an engineer on staff.

J discussed the liability issues in Trailer Usage and Mulch Delivery.

Charles Goyette asked 6 questions: (8:00)

Chip asked if we have funding for the item to which Suzanna replied that all budgetary items have already been approved with the PW and solid waste budgets.

Chip also asked if we have enough staff for these items. Sylvia stated that we should if we have better employee management and better parameters for each service.

It was decided that these items were funded and addressed in full in the FY22 budget.

10. Suggestions for future agenda items

- (1) 7/29 Mayor's items for emergency prep
- (2) 8/5 Chief's presentation on retention, contingency for CCP, Solid Waste, Final review of mayor's budget requests
- (3) List of ongoing projects- will be shown in CIP next week
- (4) Restricted vs committed fund legislature- will be given in a few weeks
- (5) Charles Goyette's 6 questions regarding P&E requests

11. Adjourn

COUNCIL MEETING DATE: JULY 29, 2021



BUDGET AND FINANCE – AGENDA #4

STAFF PREPARER/CONTACT INFORMATION: Suzanna Fleegal
sfleegal@sunsetvalley.org

SUBJECT: ADMINISTRATION

DESCRIPTION: Review, discuss, and possibly make a recommendation to City Council for Venue Tax Department Operating Expenses

[Please access the budget here in OpenGov](#)

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING: N/A

SUPPORTING MATERIALS PROVIDED: WORKSHEETS ATTACHED

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Funds	Funds Name	Departments	Departments Name	Type	Account Code	Account Name	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Budget	FY22 Base	FY22 Adjustments	FY22 Proposed	Variance	Description	
2																		
3																		
4																		
5	Revenues																	
6	Funds	Funds Name	Departments	Departments Name	Type	Account Code	Account Name	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Budget	FY22 Base	FY22 Adjustments	FY22 Proposed	Variance	Description	
7	18	Green Sales Tax Fund	18	Green Tax	Revenues	4095	Interest	11,312.44	18,819.54	30,903.83	17,173.52	7,000.00	7,000.00	10,962.40	17,962.40	157%	Reduced rates *This amount differs from originally proposed amount of \$18,907.79	
8	18	Green Sales Tax Fund	18	Green Tax	Revenues	4184	Sales and Use Tax - Green Tax	406,515.93	410,299.95	405,148.31	368,987.56	301,215.00	301,215.00	52,395.03	353,610.03	17%	No description provided	
9							Total	417,828.37	429,119.49	436,052.14	386,161.08	308,215.00	308,215.00	63,357.43	371,572.43	21%		
10																		
11	Expenses																	
12	Funds	Funds Name	Departments	Departments Name	Type	Account Code	Account Name	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Budget	FY22 Base	FY22 Adjustments	FY22 Proposed	Variance	Description	
13	18	Green Sales Tax Fund	18	Green Tax	Expenses	5000	Salaries	-	-	-	-	-	76,750.23	-	76,750.23	100%	Moving all employees to one line per industry standard	
14	18	Green Sales Tax Fund	18	Green Tax	Expenses	5030	Salary - Parks & Natural Resources Mgr.	-	-	-	-	27,137.53	27,137.53	(27,137.53)	(0.00)	-100%		
15	18	Green Sales Tax Fund	18	Green Tax	Expenses	5046	Salary - Longevity	-	-	-	-	409.20	543.40	-	543.40	33%	Changes in employee allocations plus increased amount for those on longevity	
16	18	Green Sales Tax Fund	18	Green Tax	Expenses	5062	Salary - Maintenance Tech (DV)	-	-	-	-	3,120.00	3,120.00	(3,120.00)	-	-100%		
17	18	Green Sales Tax Fund	18	Green Tax	Expenses	5063	Salary - Maintenance Tech 1 (RS)	-	-	-	-	3,224.00	3,224.00	(3,224.00)	-	-100%		
18	18	Green Sales Tax Fund	18	Green Tax	Expenses	5066	Salary - Ground Maintenance Supervisor	-	-	-	-	16,536.00	16,536.00	(16,536.00)	-	-100%		
19	18	Green Sales Tax Fund	18	Green Tax	Expenses	5080	Salary - Utilities Superintendent	-	-	-	-	6,614.40	6,614.40	(6,614.40)	-	-100%		
20	18	Green Sales Tax Fund	18	Green Tax	Expenses	5084	Salary - Cell phone allowance	-	-	-	-	408.00	414.00	-	414.00	1%		
21	18	Green Sales Tax Fund	18	Green Tax	Expenses	5086	Salary - Bilingual	-	-	-	-	210.00	210.00	-	210.00	0%		
22	18	Green Sales Tax Fund	18	Green Tax	Expenses	5087	Salary - Education	-	-	-	-	390.00	360.00	-	360.00	-8%		
23	18	Green Sales Tax Fund	18	Green Tax	Expenses	5090	Salary - Overtime	-	-	-	-	885.00	1,602.07	-	1,602.07	81%	More employees means higher potential for overtime	
24	18	Green Sales Tax Fund	18	Green Tax	Expenses	5091	Salary - Licensing Incentives	-	-	-	-	375.00	435.00	-	435.00	16%	More employees means more license incentives	
25	18	Green Sales Tax Fund	18	Green Tax	Expenses	5099	Payroll Expenses - Payroll Services	-	-	41,451.13	45,872.00	-	-	-	-	0%	Employee salaries paid to General Fund	
26	18	Green Sales Tax Fund	18	Green Tax	Expenses	5120	Life Insurance Benefits	-	-	-	-	41.00	53.82	-	53.82	31%	More employees	
27	18	Green Sales Tax Fund	18	Green Tax	Expenses	5121	Medical Insurance Benefits	-	-	-	-	6,464.00	8,905.59	-	8,905.59	38%	More employees	
28	18	Green Sales Tax Fund	18	Green Tax	Expenses	5122	Dental Insurance Benefits	-	-	-	-	400.00	483.97	-	483.97	21%	More employees	
29	18	Green Sales Tax Fund	18	Green Tax	Expenses	5123	Vision Insurance	-	-	-	-	83.00	94.81	-	94.81	14%	More employees	
30	18	Green Sales Tax Fund	18	Green Tax	Expenses	5124	Long Term Disability Insurance	-	-	-	-	263.00	358.80	-	358.80	36%	More employees	
31	18	Green Sales Tax Fund	18	Green Tax	Expenses	5126	Short Term Disability Insurance	-	-	-	-	173.00	276.00	-	276.00	60%	More employees	
32	18	Green Sales Tax Fund	18	Green Tax	Expenses	5130	Medicare Tax - Employers Contribution	-	-	-	-	1,012.00	1,164.56	-	1,164.56	15%	More employees	
33	18	Green Sales Tax Fund	18	Green Tax	Expenses	5131	TWC - Employers Contribution	-	-	-	-	228.00	276.00	-	276.00	21%	More employees	
34	18	Green Sales Tax Fund	18	Green Tax	Expenses	5133	Urban Forestry	-	-	3,488.97	1,264.63	5,000.00	5,000.00	-	5,000.00	0%	Provides funds for the planting, care, and maintenance of City-owned trees	
35	18	Green Sales Tax Fund	18	Green Tax	Expenses	5135	Social Security Contribution	-	-	-	-	-	-	-	-	0%		
36	18	Green Sales Tax Fund	18	Green Tax	Expenses	5140	TMRS City Contribution	-	-	-	-	8,102.00	9,372.73	-	9,372.73	16%	More employees	
37	18	Green Sales Tax Fund	18	Green Tax	Expenses	5150	Workers Compensation Benefits	-	-	-	-	3,018.00	3,453.32	-	3,453.32	14%	More employees	
38	18	Green Sales Tax Fund	18	Green Tax	Expenses	5350	Grounds Maintenance	-	-	-	-	30,000.00	-	-	25,260.00	-16%	Mowing Contract of Water Quality Ponds	
39	18	Green Sales Tax Fund	18	Green Tax	Expenses	5381	Water Quality Consultants	-	-	10,954.02	4,037.18	15,000.00	15,000.00	-	15,000.00	0%	Provides funds for professional assistance in water quality program management.	
40	18	Green Sales Tax Fund	18	Green Tax	Expenses	5446	Environmental Monitoring Program	-	-	1,441.33	-	2,500.00	2,500.00	-	2,500.00	0%	Provides funds for Water Quality Monitoring program.	
41	18	Green Sales Tax Fund	18	Green Tax	Expenses	5660	Land Acquisition	1,542.42	-	-	-	-	-	-	-	-	0%	
42	18	Green Sales Tax Fund	18	Green Tax	Expenses	5711	Open Space Management	-	-	22,291.92	14,539.61	40,000.00	40,000.00	-	40,000.00	0%	Provides funds for tasks related to open space management as outlined in the water quality protection program. This will include Wildfire Mitigation of City-Owned Property,	
43	18	Green Sales Tax Fund	18	Green Tax	Expenses	5745	Repair & Maintenance - Equipment	-	-	3,000.00	440.78	3,000.00	3,000.00	-	3,000.00	0%	Provides funds for the repair and maintenance of equipment involved in Water Quality Protection.	
44	18	Green Sales Tax Fund	18	Green Tax	Expenses	5749	Repair and Maintenance - Natural Waterways	-	-	11,049.47	1,873.75	12,000.00	12,000.00	-	12,000.00	0%	Provides funds to maintain creeks and waterways. Including areas within Sunset Valley tributary and drainage easements within the City.	
45	18	Green Sales Tax Fund	18	Green Tax	Expenses	5753	Repair & Maintenance - Trails & Footpaths	-	-	-	-	2,000.00	2,000.00	-	2,000.00	0%	Maintain trails and foothpaths to prevent erosion.	
46	18	Green Sales Tax Fund	18	Green Tax	Expenses	5820	Training & Education - City Staff	-	-	-	-	2,000.00	2,000.00	-	2,000.00	0%	Training and education for staff regarding Water Quality Protection.	
47	18	Green Sales Tax Fund	18	Green Tax	Expenses	5823	Education Programs	-	-	-	285.00	2,000.00	2,000.00	1,000.00	3,000.00	50%	Provides funds for educational activities related to Water Quality Protection. Due to Covid this was not reduced in 2021, we will return to these activities in 2022.	
48	18	Green Sales Tax Fund	18	Green Tax	Expenses	5880	Water Quality Ponds	-	-	4,440.97	3,351.51	15,000.00	15,000.00	-	15,000.00	0%	Provides funds for maintenance and repair of City Water Quality facilities.	
49							Totals	1,542.42	-	98,117.81	71,664.46	207,593.13	259,886.22	(55,631.93)	229,514.29	11%		

COUNCIL MEETING DATE: JULY 29, 2021



BUDGET AND FINANCE – AGENDA #5

STAFF PREPARER/CONTACT INFORMATION: Suzanna Fleegal
sfleegal@sunsetvalley.org

SUBJECT: ADMINISTRATION

DESCRIPTION: Review, discuss, and possibly make a recommendation to City Council for Street Department Operating Expenses

[Please access the budget here in OpenGov](#)

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING: N/A

SUPPORTING MATERIALS PROVIDED: WORKSHEETS WILL BE PROVIDED

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Funds	Funds Name	Departments	Departments Name	Type	Account Code	Account Name	FY17 Actuals	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Budget	FY22 Base	FY22 Adjustments	FY22 Proposed	Variance	Description
2																	
3																	
4																	
5																	
6																	
7	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Revenues	4095	Interest	38,258	87,409	141,497	72,423	18,750	18,750	59,675	78,425	318%	
8	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Revenues	4185	Sales and Use Tax - R&M Street	812,971	820,538	810,236	737,920	602,385	602,385	104,782	707,167	17%	
9							Totals	851,229	907,948	951,733	810,343	621,135	621,135	164,457	785,592	26%	
10																	
11																	
12																	
13	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5000	Salaries	0	0	0	0	0	34,986	0	34,986	100%	Moving all employees to one line per industry standard
14	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5030	Salary - Parks & Natural Resources Mgr.	0	0	0	0	4,523	4,523	-4,523	0	-100%	
15	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5046	Salary - Longevity	0	0	0	0	112	59	0	59	-48%	
16	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5062	Salary - Maintenance Tech (DV)	0	0	0	0	3,120	3,120	-3,120	0	-100%	
17	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5063	Salary - Maintenance Tech 1 (RS)	0	0	0	0	3,224	3,224	-3,224	0	-100%	
18	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5066	Salary - Ground Maintenance Supervisor	0	0	0	0	6,614	6,614	-6,614	0	-100%	
19	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5080	Salary - Utilities Superintendent	0	0	0	0	13,229	13,229	-13,229	0	-100%	
20	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5084	Salary - Cell phone allowance	0	0	0	0	264	241	0	241	-9%	
21	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5086	Salary - Bilingual	0	0	0	0	120	132	0	132	10%	Increased employees means higher incentive amounts
22	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5087	Salary - Education	0	0	0	0	225	45	0	45	-80%	
23	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5090	Salary - Overtime	0	0	0	0	786	1,054	0	1,054	34%	Increased employees means more overtime possibilities
24	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5091	Salary - Licensing Incentives	0	0	0	0	300	276	0	276	-8%	
25	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5120	Life Insurance Benefits	0	0	0	0	28	31	0	31	12%	More employees
26	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5121	Medical Insurance Benefits	0	0	0	0	4,422	5,389	0	5,389	22%	More employees
27	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5122	Dental Insurance Benefits	0	0	0	0	273	282	0	282	3%	More employees
28	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5123	Vision Insurance	0	0	0	0	57	55	0	55	-3%	
29	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5124	Long Term Disability Insurance	0	0	0	0	159	209	0	209	31%	More employees
30	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5126	Short Term Disability Insurance	0	0	0	0	105	161	0	161	53%	More employees
31	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5130	Medicare Tax - Employers Contribution	0	0	0	0	624	534	0	534	-15%	
32	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5131	TWC - Employers Contribution	0	0	0	0	156	161	0	161	3%	More employees
33	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5135	Social Security Contribution	0	0	0	0	0	0	0	0	0%	
34	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5140	TMRS City Contribution	0	0	0	0	4,993	4,294	0	4,294	-14%	
35	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5150	Workers Compensation Benefits	0	0	0	0	2,025	1,765	0	1,765	-13%	
36	14	Street Replacement/Repair Fund	14	Street Repair/Replacement Funds	Expenses	5750	Repair & Maintenance - Streets & Drainage	72,366	34,556	81,218	253,078	82,000	82,000	1,000	83,000	1%	Routine maintenance of streets including crack seal, pothole repair, and signage (\$20,000), crack seal program (\$50,000) and Traffic Light Maintenance (\$13,000). *Dependent on CIP Budget
37							Totals	72,366	34,556	81,218	253,078	127,359	162,383	-29,710	132,673	4%	

COUNCIL MEETING DATE: JULY 29, 2021



BUDGET AND FINANCE – AGENDA #6

STAFF PREPARER/CONTACT INFORMATION: Suzanna Fleegal
sfleegal@sunsetvalley.org

SUBJECT: ADMINISTRATION

DESCRIPTION: Review, discuss, and possibly make a recommendation to City Council for CIP Projects Budget

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING: N/A

SUPPORTING MATERIALS PROVIDED: WORKSHEETS ATTACHED

CITY OF SUNSET VALLEY

Summary

5-Year Capital Improvement Plan

Project Description	Project Name	Project Limits / Area	Estimated Project Cost	Fiscal Year 20-21	21-22	22-23	23-24	24-25	25-26	Final Comments based on Committee Feedback
WATER SYSTEM IMPROVEMENTS										
AISD Water Meter Conversion	Connect Burger Center and SVES	Jones Road at Pillow	\$90,000			\$10,000	\$80,000			Move to FY23 budget pending discussions with the COA and more research into fire flow requirements.
Burger Center Fire Line	Extend 16" water line to Burger Center to provide enhance fire flows.	Jones Road	\$200,000			\$22,000	\$178,000			Move to FY23 budget pending discussions with the COA and more research into fire flow requirements.
Water Meter Improvements	Install master water meter and vault for Country White Lane customers as per CoA Water Supply Agreement	Brodie Lane and Country White Lane	\$242,000							Request removal from Austin Water contract
Brodie Lane CoSV Water Customer Conversion	Provide water service to CoSV customers on Brodie Lane, as per the 2007 Wholesale Water Agreement with the CoA.	Brodie Lane and Oakdale Drive	\$320,000							Request removal from Austin Water contract
Stearns Lane Water	Extend water lines to provide water service	US 290 to the City Limit	\$535,000							Request removal from Austin Water contract
Sunset Trail Waterline Improvements	Replace undersized water main to improve domestic and fire flows in the area.	Jones Road to Reese Drive	\$380,000	\$128,000 (reallocation from Lone Oak project below)	\$252,000					\$920K was the original estimate. Staff requested a project segment breakout based on discussion with AFD and Austin Water. The cost reduction for a minimal improvement is approximately \$190K on Lone Oak. Improvements, although not required by AFD, are recommended due to only 1 City of Sunset Valley hydrant located on Sunset Trail. This does not meet TCEQ spacing requirements for hydrants. The amount requested in the proposed budget is \$252K for FY 22 from the water fund.
Lone Oak Trail Water Line Improvements	Replace undersized water mains and construct water main connections to improve distribution system.	Lone Oak Trail	\$190,000	\$318,000 (Reprogram \$128K to the \$380K needed for Sunset Trail - \$190,000)						
ERW Water Line Improvements	Loop existing 12" water line along ERW to improve fire and domestic flows in the water distribution system.	ERW	\$200,000			\$200,000				Combine With Home Depot and ERW repair project for cost savings
Water Storage Tank Replacement	Replace lead contaminated water tank.	Lone Oak Trail	\$250,000							Continue with Water Source Planning Project - No additional funding at this time
Water Meter Vault Repair - Home Depot Blvd.	Repair water meter vault to mitigate flooding	Home Depot Blvd. at Brodie Lane	\$50,000			\$50,000				Combine With Home Depot and ERW repair project for cost savings
Backflow Preventer Repair	Winterize Backflows	City Hall	\$15,000		\$15,000					This project will winterize the large backflows around City Hall. Including the bypass connection to the City of Austin.
Residential AMR Water Meter Replacement	Replace existing Residential water meters with AMI meters		\$105,000		\$105,000					Begin with pilot program (\$5K) on already installed meters and if feasible, then complete residential installation in the next budget year (\$100K). We have 241 residential meters.
Commercial AMR Water Meter Replacement	Replace existing commercial water meters with AMI meters	Various Locations	\$200,000						\$200,000	We have 25 Commercial and 7 Master meters
Total Per Fiscal Year				\$0	\$372,000	\$282,000	\$258,000		\$200,000	

CITY OF SUNSET VALLEY										
Summary										
5-Year Capital Improvement Plan										
Project Description	Project Name	Project Limits / Area	Estimated Project Cost	Fiscal Year 20-21	21-22	22-23	23-24	24-25	25-26	Final Comments based on Committee Feedback
WASTEWATER SYSTEM										
Stearns Lane Lift Station Improvements	Install grinder pumps, pump controls and SCADA	Stearns lane	\$184,000	\$82,000	\$112,000					An amount of \$82K has been funded in this fiscal to fund engineering and other emergency repairs. The remaining amount of the projet will be covered in the next fiscal year.
US 290 Sanitary Sewer	Replacement and repairs of sewer pipe wall	US 290 - Brodie Lane to	\$150,000		\$150,000					Move up in priority will need to be completed in 21-22; A portion is maintenance, and only a small portion will be CIP
Oakdale Drive Sanitary Sewer Main Repairs	Replace and repair problematic segments of sewer main	Oakdale	\$150,000							Remove from consideration - No current issues exist
Total Per Fiscal Year				\$82,000	\$262,000					
STREETS										
Country White Lane Infrastructure Improvements	Street reconstruction, drainage and utility improvements	Brodie Lane to cul-de-sac	\$1,175,000							Remove from consideration.
Ernest Robles Way Street	Repair street and slope/bank area at creek.	ERW at Upper Cougar Creek	\$250,000			\$250,000				Combine With Home Depot and ERW repair project for cost savings
Pillow Drive Turnaround Enhancements	Pillow Drive Turnaround Enhancements	South end of Pillow Drive	\$45,000							Remove from consideration - AFD is satisfied with the existing road conditions.
Lone Oak Trail Turnaround Improvements	Construct turnaround at the south end of Lone Oak Trail for emergency vehicles and one handicap parking space	South end of Lone Oak Trail	\$80,000		\$80,000					AFD is requesting this turnaround to be completed.
Lone Oak Street Improvements based on water line project above	Mill and overlay repairs based on the waterline project above. Included in the street maintenance plan.	Lone Oak Trail	\$239,126							Mill and overlay repairs based on the waterline project above. Included in the street maintenance plan.
Sunset Trail Improvements based on water line project above.		Sunset Trail	\$143,003							Mill and overlay repairs based on the waterline project above. Included in the street maintenance plan.
Reese Drive Emergency	Emergency vehicle turnaround	South end of Reese Drive	\$20,000							Remove from consideration - AFD is satisfied with the existing road conditions.
Oakdale Drive Emergency Vehicle Turnaround Enhancements	Pavement widening to enhance the turnaround at the end of Oakdale Drive.	East end of Oakdale Drive	\$20,000							Remove from consideration - AFD is satisfied with the existing road conditions.
Adjustments to Road Conditions in the Villas - Sunflower	No parking, etc on either side of the street- Potential request for offsite parking	Sunflower Street	Unknown							AFD would like a safer approach for ambulances, and fire trucks to access the homes in this site. Future plans for consideration. No cost associated yet.
Sunflower Trail Cluster Mailbox Pullout	Construct pullout for relocated cluster mailbox pullout for The Villas	Sunflower Trail at ERW	\$35,000							Resident request.
Solar Powered Decorative Lights	Install solar powered decorative street lights on thoroughfares	Brodie Lane	\$58,000							Remove from consideration until more information on goals of project and technology for solar lights improves.
Solar Powered Decorative Lights	Install solar powered decorative street lights on thoroughfares	Ernest Robles Way	\$70,000							Remove from consideration until more information on goals of project and technology for solar lights improves.
Solar Powered Decorative Lights	Install solar powered decorative street lights on thoroughfares	US 290	\$217,000							Remove from consideration until more information on goals of project and technology for solar lights improves.
Solar Powered Decorative Lights	Install solar powered decorative street lights on thoroughfares	Jones Road	\$95,000							Remove from consideration until more information on goals of project and technology for solar lights improves.
Street Maintenance Plan 2022	Mill and Overlay on Lone Oak, Sunset, Clamac. Crack sealing and general maintenance.				\$457,130					Proceed with street maintenance plan including Mill and Overlay of Lone Oak and Sunset Trail.
Street Maintenance Plan 2023	Microsurfacing Brodie, ERW and Jones. Repairs to ERW and Home Depot. Crack Sealing and General Street Maintenance.					\$799,010				Proceed with Street Maintenance Plan attached.
Street Maintenance Plan 2024	Crack Sealing and General Street Maintenance.						\$90,000			Proceed with Street Maintenance Plan attached.
Street Maintenance Plan 2025	Crack Sealing and General Street Maintenance.							\$90,000		Proceed with Street Maintenance Plan attached.
Street Maintenance Plan 2026	Crack Sealing and General Street Maintenance.								\$90,000	Proceed with Street Maintenance Plan attached.
Total Per Fiscal Year					\$537,130	\$1,049,010	\$90,000	\$90,000	\$90,000	

CITY OF SUNSET VALLEY
Summary
5-Year Capital Improvement Plan

Project Description	Project Name	Project Limits / Area	Estimated Project Cost	Fiscal Year 20-21	21-22	22-23	23-24	24-25	25-26	Final Comments based on Committee Feedback
DRAINAGE										
Lovegrass Water Quality Pond Repairs	Make repairs and return the water quality pond back to service	Lovegrass Lane	\$65,000		\$65,000					Green Tax Project
Sunset Valley Regional Dam Improvements	Construct a labyrinth spillway	Sunset Valley Tributary	\$415,000							Apply for a grant
Total Per Fiscal Year						\$65,000			\$0	
OPEN SPACE										
Valley Creek Park Trail Improvements	Create a trailhead and extend trail across creek to South Hill Conservation Area trail	Valley Creek Park	\$40,000		\$40,000					
Burger Center Trail Improvements	Complete Trail System around Burger Center	ERW, US 290 and MSG Horrigan Drive	\$470,000			\$80,000		TBD	TBD	Project pending Parks and Open Space Master Plan.
Upland Tract Development	Construct Open Space Improvements	US 290 & Pillow Drive	\$1,580,000				TBD	TBD	TBD	Project pending Parks and Open Space Master Plan. Possible grant application.
Upper Cougar Creek Tract Development	Construct Open Space Improvements	ERW & Brodie Lane	TBD		TBD	TBD	TBD	TBD	TBD	Project pending Parks and Open Space Master Plan. Possible grant application.
Dog Park	Construct dog parks	TBD	\$ 100,000							Remove from list
Total Per Fiscal Year						\$40,000	\$80,000			

CITY OF SUNSET VALLEY
Summary
5-Year Capital Improvement Plan

Project Description	Project Name	Project Limits / Area	Estimated Project Cost	Fiscal Year 20-21	21-22	22-23	23-24	24-25	25-26	Final Comments based on Committee Feedback
FACILITIES										
Standby Power for City Complex	Install generators for City Hall, Public Works Building and Shop	Jones Road	\$500,000							Possible Grant Application.
PLANNING										
Park and Open Space Master Plan	Update the Park and Open Space Management Plan	Citywide	\$50,000		\$50,000					There have been many requests over the years for different amenities within the City of Sunset Valley. From swimming pools to exercise equipment, from pickle ball courts to soccer fields, and a variety of other requests. The City has never gone through a public process and to look at all of the park and open spaces throughout the City and plan for future amenities. This project will provide a public process to gain community feedback and create a plan for how the City will address the needs of the residents for various recreational opportunities. The Planning and Environmental Committee is proposing this as an RFQ for a company to prepare a professional assessment of the City and provide for public engagement. The cost is estimated to be approximately \$50,000 based on the cost from work done on the Uplands and Upper Cougar Creek plans. The plans for these areas will be included in the overall Parks and Open Space Master Plan for the City.
Trails Master Plan	Update the Trails Master Plan	Citywide								
Comprehensive Plan	Update the Comprehensive Plan (last version 1995)	Citywide	P&E Committee							The Planning and Environmental Committee is currently working on reviewing this plan. No funding is anticipated to be requested for this project at this time although legal review will be necessary.
Land Development Code	Update Land Development Code	Citywide	\$50,000		\$50,000					The proposal is to bring in professionals in the field of code development to help re-write different sections of the Land Development Code. This will be done in sections and will proceed as various committees and commissions undertake code development. The \$50,000 is an estimate of how much it will cost to bring in professionals in this field to help the City with this process. This will also include legal review to ensure that the Land Development Code, Comprehensive Plan, and Building Codes are all aligned.
Mapping	Upgrade and update the GIS system	Citywide	\$75,000							Long-term Goal for fully integrated GIS system with access to all files.
Mapping	Update City maps (city limit, zoning, land use, utilities, topographic, etc.)	Citywide	\$25,000		\$25,000					Short-term Intern Position to update all maps
Impact Fees	Implement development impact fees	Citywide	\$100,000							
Disaster Preparedness Plan	Complete Disaster Preparedness Plan	Citywide	\$25,000							This will be completed by City Staff and there is no anticipated costs associated with developing this plan
Total Per Fiscal Year					\$125,000					

CITY OF SUNSET VALLEY

Summary

5-Year Capital Improvement Plan

Project Description	Project Name	Project Limits / Area	Estimated Project Cost	Fiscal Year 20-21	21-22	22-23	23-24	24-25	25-26	Final Comments based on Committee Feedback
Estimated Annual Budget										
Fund		FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	Comments		
Water Utility		\$318,000	\$372,000	\$282,000	\$258,000		\$200,000			
Wastewater Utility		\$82,000	\$262,000							
General Fund			\$165,000	\$80,000				Possible Upper Cougar Creek and Uplands Improvements		
Street Fund			\$597,130	\$1,049,010	\$90,000	\$90,000	\$90,000			
Green Tax			\$65,000					Possible Upper Cougar Creek and Uplands Improvements		
CIP Totals		\$400,000	\$1,401,130	\$1,411,010	\$348,000	\$90,000	\$290,000			

COUNCIL MEETING DATE: JULY 29, 2021



BUDGET AND FINANCE – AGENDA #7

STAFF PREPARER/CONTACT INFORMATION: Suzanna Fleegal
sfleegal@sunsetvalley.org

SUBJECT: ADMINISTRATION

DESCRIPTION: Review, discuss, and possibly make a recommendation to City Council for emergency preparations in the budget

APPLICABLE CODE SECTIONS: City of Sunset Valley Financial Policies

FUNDING: N/A

SUPPORTING MATERIALS PROVIDED: MAYOR'S BUDGET PRIORITIES

Mayor's Budget Priorities – FY2022

Sales Tax Revenue Forecast

Based on the performance of the current fiscal year, I am cautiously optimistic for a strong recovery of our local economy in FY2022. However, I believe it would be prudent to continue our conservative approach to budgeting, allowing us to continue to assess our revenue throughout the year and re-budget where appropriate.

I suggest B&F set a conservative target for revenue based on the available data. For example, our current FY2021 revenue through the first 7 months is down ~5% from the similar period of FY2019, the last full year of pre-COVID revenue. This may be an appropriate revenue target for budgeting expenditures in FY2022.

Special Taxes

Two special taxes are set to expire next year – Crime Control & Prevention District (CCPD) and Street Tax – and will need to go before voters in November to renew.

Over the past two budgets, we have become increasingly reliant on the CCPD tax to fund the PD budget. Because of this, and the continued uncertainty for revenue recovery, I believe we should prioritize renewal of the CCPD tax, but we need to have a contingency plan in case the tax is not renewed. Currently the tax is set to expire on 3/31/2022, leaving 6 months of contingency that needs to be planned for.

Open Space Investment

We have a number of projects that are either in the planning stage or have been put on hold due to COVID. As a city, we need to go through a community-driven process to decide which projects to invest in; however, we should plan for some type of continued investment in our public spaces that reflects our values.

I would like to include in our FY2022 budget funding for projects that the community prioritizes. That funding could be used to provide additional planning, engineering, or development depending on what is prioritized.

For example, these are some of the projects we may decide to invest in next year based on community priorities:

- Uplands Concept Plan
- Upper Cougar Creek Concept Plan
- Reese Trail Connection
- 37 Lone Oak Rezoning/Parking
- Burger Center Trail Loop

Emergency Preparation

The recent winter storm highlighted the need to invest in emergency preparation, whether that is another snow event or other natural disaster such as wildfires or flooding. In addition to

developing our emergency management plans, we need to invest in infrastructure to allow us to better operate during an emergency event.

Some of the infrastructure costs might be offset by federal and state funding, for example, portable generators and equipment. Other items will not be, however, and where appropriate, we should plan to invest in additional critical infrastructure that can support city needs during events that cause widespread failures in critical services such as power, water, and gas.

I would like to include in our FY2022 budget funding for emergency infrastructure that the staff and council prioritizes. For example, these are some of the types of investments we should consider funding:

- Invest in a micro-treatment capability to provide potable water from the city well during water emergencies. This does not need to restore full service of potable water from the well, but could include options to treat and store 500-1000 gallons of potable water, for example.
- Invest in equipment and supplies needed to quickly convert City Hall into an emergency shelter. During the last event, PD had limited shelter capacity in the EOC, requiring the utilization of hotel rooms to supplement resident evacuations. City Hall should be equipped as an overnight shelter, including any infrastructure changes required to connect to a portable generator for power.
- Invest in on-site storage of generator and vehicle fuel for operations during prolonged events. Fuel became a critical concern at times during the recent winter emergency, and we need to ensure we have enough reserve fuel onsite to operate for a recommended amount of time (e.g. 24, 48, or 72 hours).
- Investment in renewables infrastructure such as solar panels and battery storage for city facilities to augment operational needs during emergency events. Even if this is not specific to emergencies, given the continuing reduction in cost of renewable energy sources, there is also a basic return on investment to developing our renewable infrastructure to offset our utility costs. There may also be additional sources of grant funding available that could supplement any direct city-investment.

Continue to Reduce Utilities Dependency on Subsidies

We need to continue to reduce our utility system's reliance on subsidies. This includes both anticipated rate increases from Austin Water as well as infrastructure and service costs that are currently subsidized out of the general fund.

In addition to continuing to pass on any rate increases from Austin Water, there are discrete utility services that are known costs that do not require a rate study that we can begin to offset, such as solid waste services. Our current contract with TDS for residential solid waste service has averaged \$68K over the last three years, whereas our annual revenues from residential utility payments for solid waste total \$6K, leaving an average of \$62K in annual subsidized costs for our contracted solid waste service to residents each year. While the TDS contract is up for renewal this year, in past years the contract cost has also increased 4.5% each year, and we can likely anticipate similar cost increases in the future.

Even if it is gradual over a period of years, we need to begin offsetting these costs rather than continuing to subsidize them from the general fund. I would like B&F to review offsetting the solid waste contract costs, potentially with a schedule to both absorb rate increases similar to our pass-through of rate increases for water, and to fully offset the cost of our solid waste contract service over a period of 5 to 10 years.

Invest in Staff

In addition to reviewing merit and cost of living increases for staff for the current FY2021, we should plan on resuming merit and cost of living increases for FY2022.

We also need to ensure we are offering competitive salaries to retain and attract staff. Austin is a growth-heavy market, and in addition to rising costs of living, employers face increased hiring competition. We need to conduct a salary survey and plan to incorporate necessary changes to continue to ensure we can recruit staff. For budget planning, we should anticipate at least some increases to salary and/or benefits for certain positions (e.g. police) based on the effects of the larger surrounding economy.

We should also budget for hiring additional staff positions based on resuming city programs and services post-COVID. Some of these positions may actually start in FY2021, but will be part of our FY2022 budget. In addition to the new Assistant Administrator/Court Clerk position authorized by council that starts this May, based on recommendations from staff, I anticipate the need to hire up to two maintenance technicians in PW.

Save for our next Major Infrastructure Investment

In the past, the city has set aside funding for future projects to continue our pay-as-we-go approach to budgeting. For example, reserves for PW and PD buildings were funded for years prior to starting those projects. I strongly believe that the city should begin planning to invest in public infrastructure that enhances the quality of life for our residents, and would like to start setting aside funding for that purpose.

While we need to go through a process of community engagement to determine what public infrastructure should be prioritized, some of the types of projects we could potentially start planning for include:

- A neighborhood park/court/pool. There are wonderful examples of local neighborhoods that have invested in parks that provide amenities such as playgrounds, tennis courts, and pools, and I would love the city to consider creating a similar space for our community. If a small neighborhood association can develop a neighborhood park space, we should be able to.
- A community center. This may include transformation of existing facilities such as City Hall to better serve resident needs.
- Art parks. This type of amenity can also potentially have a positive impact on our local economy, especially if we consider how we can integrate with our retail areas.

Commercial District Investment

While some types of investments that supports our retail spaces may be covered under open spaces or public infrastructure, I would like the city to consider funding smaller projects that can enhance and attract visitors to our retail areas. This should also be considered in the CED committee and Ad hoc Marketing committees as what the best types of investments are, but for example:

- Placing holiday lights/decorations along Ernest Robles or Brodie lane. This could be a relatively small investment that augments our retail area during heavy shopping months of Nov-Jan.
- Micro-parks/spaces. Outdoor amenities for shoppers to enjoy as part of the retail footprint that encourages longer stays.
- Enhancing connectivity across retail areas. For example, creating a corridor to cross Brodie, or enhancing the connectivity across Ernest Robles between shopping areas.